



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2009-132

TO: School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors
Staffing Data Collection Contacts

FROM: Susan Williams, Data Analyst
Technology, Careers and Data

DATE: September 4, 2009

SUBJECT: WDE602 – WISE School District Staff Member Collection

IMPORTANT INFORMATION

The Wyoming Department of Education (WDE) is announcing the October 2009 WDE602 – WISE School District Staff Member data collection. This memorandum will provide details on:

- The changes made to this school year's collection.
- The scheduled Wyoming Equality Network (WEN) Video training.
- The firm data correction timeline for this data collection.

Information on the WDE602 Collection

What is the WDE602 data collection?

The 2009 WDE602 is the collection for school district staffing data for the fall. The collection is a snapshot of district staffing on October 1, 2009. The spring 2009 WDE652 collection will be used to populate the WDE602 with your latest data.

How is this year's WDE602 collection different from last year?

- The National Certificate Number and National Certificate Paid elements have been removed.
- A hire date element was added and should be entered when an employee is hired between 07-01-2009 and 10-01-2009.
- The two field removals and one field addition means that the WDE602 and WDE652 Employment files will contain the exact same data elements. However, some business rules for valid dates will differ (the WDE652 hire

date will be limited to 7-1-2009 to 6-30-2009, where the WDE602 is more restrictively limited to 7-1-2009 to 10-01-2009).

- We have added a new staff assignment TUH - Certified Teacher Tutor (hourly) so districts can differentiate between and correctly report hourly and salary paid tutors.

When is the collection window?

The data collection window is from October 1, 2009 through October 27, 2009. The fall 2009 WDE602 data collection is due on or before October 27, 2009 by 5:00 P.M. The collection will be submitted through the State Report Manager (SRM) on the WISE data system.

Where are the collection documents posted?

The current data elements are available on the WISE website. A link to the WISE website is available through the Forms Inventory at:

https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=602. The business rules and guidebook will be available by September 4, 2009. School districts will be contacted via e-mail once these documents have been posted to the WISE website.

Information on the WDE602 Training

When is it?

The WDE602 training will be held on **Wednesday, September 9, 2009 from 2:00 p.m. to 3:50 p.m.** via the WEN Video.

Who should attend?

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with the person(s) responsible for completing the WDE602 data collection.

What is the agenda?

This training will detail the submission process and provide helpful hints while working with the SRM for the WDE602 data collection.

Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQ). The questions, along with the corresponding answers, will be presented in the training. Content personnel will also be available to answer any additional content questions that district personnel may have.

When to sign up?

If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site.

Information on the WDE602 data correction timeline

What is the data correction timeline?

The enclosed flow chart identifies a set of dates that will provide a firm schedule for making any necessary changes to the fall 2009 WDE602 data. No changes will be accepted or made to the WDE602 data after November 26, 2009. It is highly recommended that districts verify their data as soon as possible so that the WDE has sufficient time to make all changes prior to November 26, 2009.

Please note, only the district WDE602 contact can make corrections to the finalized fall 2008 WDE602 data.

Why do we need a data correction deadline?

Corrections to the fall 2009 WDE602 data are restricted to a firm timeline in order to meet the deadlines of the various reporting purposes. The WDE602 data are used to populate the Wyoming funding model and to enforce teacher certification and highly qualified teacher status. It is imperative these data are accurate and submitted on time so the WDE can meet its reporting requirements.

Who to contact for more information?

If you have any questions regarding the WDE602, please contact Susan Williams at 307-777-6252 or skruse@educ.state.wy.us.

If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or sschut@educ.state.wy.us.

If you have any questions about the SRM or submission of the WDE602, please contact Leslie Zimmerschied at 307-777-8751 or lzimme@educ.state.wy.us.

SW:tw

Enclosure



WDE602 – WISE School District Staff Member Collection Data Correction and Newspaper Report Timeline

